

HEALTH INFORMATION MANAGEMENT SEMINAR

In-Service Medical
FY 2003-2004, 16.0 Hours

Health Information Professionals serve as the experts who secure, analyze and manage information needed for a strong health care delivery system. To date, the TDOC inmate population is seventeen thousand (17 K) and growing. In order to establish and maintain this vast body of health records, it is essential the professionals be provided a strong foundation for the technical, legal and ethical practices of health information. This course meets continuing education requirements for TDOC policy 110.05.

COURSE OBJECTIVES:

- Compare standard record practices between the “free world” and TDOC.

Inception to Archiving; TDOC Terminal Digit Filing System; Standard Record Practices; Confidentiality of Medical Records; Release of Information; Intro. To the Physical Medical Record; Outpatient vs. In-Patient Record; “Free World” vs. TDOC; Levels of Professionalism; New HIPPA Laws

- Identify support resources to assist with technical and legal inquiries.

TDOC Manual (TCA POLICY 113.50 & 113.52) ; TDOC Legal Services ; Health Services ; Mental Health; Substance Abuse Program G.E.D./ Education); Administrator Contact ; TDOC Systems Development (TOMIS HELPLINE)

- Identify questions / dilemmas concerning release of information.

Court Order vs. Subpeona; Five R’s for Release of Information; Federally Protected Confidential Information (HIV / AIDS vs. STD’s; PSYCHIATRIC / MENTAL HEALTH vs. SEX OFFENDER and other PROGRAMMATIC RECORD INFO.; Unusual Requests (DEAD OFFENDERS; EX-INMATES, CURRENT INMATES)

- Discuss the impact of using technology without compromising the record’s integrity.

Modes of Communication (FAX MACHINES, TELEPHONE CALLS, TELEMEDICINE, COMPUTERS); Computer Security (FIREWALLS, PASSWORDS, SIGN OFF PRECAUTIONS); New HIPPA Laws

- Explain the legal ramifications of breach of confidentiality. “Three Monkeys”; What is a Breech?; “If in doubt, leave it out”; TDOC Case Law;

BASIC TRAUMA LIFE SUPPORT

In-Service Health Services

FY 2003-2004 - 23.5 Hours

Within the health services correctional environment, health care professionals must be able to respond immediately and effectively to a wide range of emergent health-related physical trauma conditions. The health care provider must be skilled in providing quick and systematic physical assessment in order to provide appropriate stabilization/basic life support treatment (and/or referral), for a wide range of emergency trauma conditions.

COURSE OBJECTIVES

This intensive three day training program is designed for the advanced medical professional who is responsible for providing rapid physical assessment, stabilization treatment for emergent-physical traumatic conditions within the facilities health service unit. The course consists of emergency assessment/management for a wide range of conditions. Pre-requisite for the course requires current certification in IV technique and management. Prior to the formal training seminar, pre-study information/material is provided to participants. At the conclusion of the course, candidates successfully passing the course examination are awarded a certification in BTLIS which is valid for a period of three (3) years.

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|----|---------------------|----|------------------------|
| a. | Initial examination | h. | Head trauma |
| b. | Airway management | i. | Burns |
| c. | Chest trauma | j. | Extremity trauma |
| d. | Shock | k. | Trauma in pregnancy |
| e. | IV cannulation | l. | Pediatric trauma |
| f. | Abdominal trauma | m. | Trauma arrest |
| g. | Spinal cord trauma | n. | Load and go procedures |

Upon completion of this course the participant will be able to:

- Demonstrate rapid and effective techniques in assessing a traumatized patient.
- Demonstrate rapid and effective techniques in the resuscitation of a traumatized patient.
- Demonstrate rapid and effective techniques in the packaging of a traumatized patient.
- Demonstrate rapid and effective techniques in the transport of a traumatized patient.

ACA STANDARDS: 3-4082 3-4335 2-9086-1 Juv.

THERAPEUTIC INTRAVENOUS INTERVENTION:
“EMERGENCY AND MAINTENANCE”

In-Service Health Services
FY 2003-2004, 16 Hours

TDOC/TDCS nursing personnel should be proficient in assessment and in administration of IV Therapy and in performance of phlebotomy to patients in the clinic/institutional settings. According to Tennessee Nursing Laws, an LPN is not legally qualified to start or maintain IV Therapy unless he/she first completes an IV Therapy Course and has demonstrated the skill to the clinical supervisor at the institutional level. This course is designed to update and provide training to the nursing staff in administering emergency and maintenance of intravenous therapies and phlebotomy for blood collection.

COURSE OBJECTIVES

- Select and prepare the basic equipment and supplies for venipuncture and fluid/medication administration.
- Identify, inspect, and choose correct IV solution.
- Identify a patient who requires IV therapy and collect the necessary data.
- Perform the venipuncture process and calculate and establish prescribed flow rate.

- Perform venipuncture for blood collection.
- Perform the correct documentation for IV administration and phlebotomy for blood collection.
- Apply the correct principles for administration of IV medication, scheduling administration of drugs, and calculation of drug doses and dilutions.

- Demonstrate specific techniques for IV site care of peripheral and centrally placed IV catheters.
- Identify the policy for managing control of needles and syringes.
- Demonstrate proper documentation of IV site, fluid, rate, placement, and any signs and symptoms of complications.

ACA STANDARDS: 3-4082; 3-4335; 2-9086-1-JUV

“A3”

(Adolescents, Aging Inmates, AXIS I-II DSM)
In-Service Medical
FY 2003-04, 4 Hours

This course is designed to assist the nurse to recognize behaviors displayed by inmates/youths that are related to various mental disorders. Discussion will include the latest research pertaining to assessing patterns of criminal thinking and compare with assessments for mental disorders. Strategies for determining individualized methods of treatment will be identified.

COURSE OBJECTIVES

1. Differentiate behaviors associated with the following mental disorders:
 - Major depression
 - Psychosis
 - Schizophrenia
 - Bi-polar Disorder
 2. Identify assessments tools used to determine criminal thinking
 3. Discuss strategies for managing the inmate/youth that displays criminal thinking.
 4. Discuss the impact of substance abuse on the mentally ill inmate/youth.
 5. List possible strategies for managing the manipulator, self-mutilator and attention seeking inmate/youth.
 6. Assess non-adherence to medication vs. poor therapeutic index.
 7. Recognize behaviors (Psychotic-attention seeking) that require immediate interventions from those that are non-emergent.
 8. Discuss tactics to deescalate volatile situations.
- Anxiety
 - Personality Disorders/Antisocial
 - Dementia

“CHECK IT OUT”

In-Service Medical
FY 2003-04, 6 Hours

Nursing proficiency is based upon the ability of the nurse to accurately evaluate the body system/region that corresponds to the patient’s chief complaint/illness. Effective nursing practice in a correctional/youth facility requires a variety of assessment skills including interviewing, communication, physical assessment and behavioral observation. This class is designed to address applicable elements of the assessment process relative to the physical examination, record review, chief complaint and appropriate documentation.

COURSE OBJECTIVES

- Discuss the elements of a complete nursing assessments (subjective, objective, record review and chief complaint).
- Describe interviewing techniques for gathering health information.
- Discuss how to conduct the physical assessment

appropriate to the complaint.

- Apply the appropriate intervention (protocol or referral) based on the assessment.
- Describe how to document the encounter.
- Identify the elements if high-risk pregnancy(age, environment, pre-natal care).

“IT’S NOT ALL ABOUT PILLS”

In-Service Medical
FY 2003-04, 4 Hours

One of the major responsibilities for TDOC/DCS health services nurses is to administer/distribute prescribed medications on a daily basis. It is imperative that the nurse be knowledgeable regarding the therapeutic use of the drug, side effects, adverse reactions, and contraindications. TDOC/DCS nursing staff must be cognizant of the legal and ethical standards within their scope of practice. The field of pharmacology is constantly evolving, therefore, it is requisite that nurses continue to build on their knowledge in order to deliver effective care to the populations we serve.

COURSE OBJECTIVES

- Discuss the individual/professional responsibility for building and increasing personal medication knowledge
- Discuss accountability issues such as the six rights (right drug, right dose, right patient, right route, right documentation, and right time).
- Discuss the necessity of medication administration and verification (stashing, crushed/under water).
 - Address stock medication and the legal implications.
 - Discuss the elements of patient teaching KOP)
- Discuss the differences between dispensing, distribution, and administering medications:

- Review the following classes of drugs to include applicable laboratory studies, and therapeutic/adverse effects:
 - Antihypertensives
 - Bronchodilators
 - Psychotropics/Antidepressives
 - Anticoagulants
 - Antihyperglycemics/Blood Glucose Stabilizing Agents
 - HIV
 - Antiinfectives
 - Antilipemic Agents